Head of Revenue
Idox Group, Finance
Glasgow

About the role

We are recruiting for a Head of Revenue to join our Group Finance team based in Glasgow city centre. The role of Head of Revenue is varied and exciting, which will provide the successful candidate with sufficient challenges and opportunities to develop their existing accounting skills. Idox Finance is a fast-paced, acquisitive and ever-changing corporate environment.

The post holder will report directly to the Head of Finance for our Public Sector Software division, but will also work with the Group Finance Director and Chief Financial Officer and will be in regular communication with operational staff in the UK and overseas.

This is a permanent post, but we would also be pleased to consider an experienced candidate available immediately on a contract to permanent basis.

Your responsibilities will include:

- Responsibility and oversight of the billing and revenue recognition process for the PSS Business Unit, to include as required:
    - Supporting documentation and reconciliations for Deferred and Accrued Income
    - Mid-month review and action of billing to date
    - Vetting proposed revenue recognition and vouching to supporting documentation
    - Preparation of Project analysis as required, with conjunction with Operations
    - Raising of intercompany invoices for processing
    - Coordination and publication of Group Flash Revenue report as per timetable.
- Production of monthly management accounts, in line with accounting and company policies and in accordance with month-end timetable, supporting the following Business Units (BU)
    - Local Government:
    - Elections
    - and others as required or directed.
- Preparation of BU monthly revenue in line with IFRS and within group policy and deadlines
- Preparation and processing of the BU WIP adjustment after consultation and approval from BU leaders
- Preparation of monthly schedule for US trading and related Sales tax (to external party)
- Support of junior members of the PSS Finance team
- Preparation of monthly management accounts including KPIs; provision of insight and analysis to assist Operations to understand drivers as well as results
- Monthly overhead costs analysis against budget and forecast
- Understand variances and action to bring back to planned expenditure
- Lead and implement a series of billing/revenue improvements incorporating:
    - More effective usage of the current ERP (Agresso), providing significant input into ERP system improvement plan
    - Identification of and implementation of 'front end' end billing improvements
    - Roll out improvements to the business units to enable better data capture and reduced billing error rates

- Supervision of two team members
- Provide commercial coaching to the BU operational staff on financial matters as required
- Working closely with the key stakeholders of the BUs to drive performance improvement
- Other ad hoc work as required such as tax assistance, year end and half year queries, audit etc.
- Key player in PSS Finance team driving standardisation across the team
- Continuously identify and implement finance process improvements across the greater PSS Finance team and across the Idox Group Finance function.

Person Specification

To apply, you could be qualified by experience or as a professional, but you must have significant experience in management of revenue and billing within a reputable organisation, and the following attributes:
- Qualified accountant, or QBE
- c. 5 years experience in a similar role with accountability for Revenue and Billings
- Confident communication skills. You will be partnering operational staff on a daily basis and challenging them where necessary
- Team player, used to working in a fast moving environment
- Good analytical skills and attention to detail. Advanced excel.
- Familiar with Enterpise Resource Planning systems. Agresso an advantage.
- Able to work to tight monthly deadlines and strict reporting deadlines
- Be a motivated individual willing to take responsibility, but also continue to learn and develop professionally.

About Idox plc

Idox is the leading applications provider to UK local government for core functions relating to land, people and property, such as its market leading planning systems and election management software. Over 90% of UK local authorities are now customers. Idox provides public sector organisations with tools to manage information and knowledge, documents, content, business processes and workflow as well as connecting directly with the citizen via the web, and providing elections management solutions. It also supplies in the UK and internationally, decision support content such as grants and planning policy information and corporates compliance services. Idox delivers engineering document control, project collaboration and facility management applications to many leading companies in industries such as oil & gas, architecture and construction, mining, utilities, pharmaceuticals and transportation in North America and around the world.

The Group employs c.650 staff located in the UK and overseas, including Asia, Europe and North America. Occasional travel may be required.

The Benefits

This post commands a competitive salary depending upon experience, along with an excellent benefits package.

How to apply

Applicants should submit a CV, and a short cover letter *(maximum 500 words - including salary expectation, and current remuneration)* explaining why they feel they would be suited to this role to Join.Us@idoxgroup.com.

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.

Privacy Notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read the Idox Recruitment Data Privacy Policy here http://www.idoxgroup.com/privacy.html